



**Department of Health and Social Services (DHSS)**  
**Division of State Service Centers (DSSC)**  
**Office of Community Services**  
**Emergency Housing Fund Administration Board**

**Meeting Minutes Thursday July 13, 2017, at 9am-Delaware State Housing Authority  
Office**

**820 N. French St., 10<sup>th</sup> Floor**

**Wilmington, DE 19801**

**Video Conference**

**Delaware State Housing Authority Office**

**18 The Green**

**Dover, DE 19901**

Attendance: Renée Beaman (DSSC) Director; Tina Showalter (Housing Alliance Delaware); Brandy Nauman (Sussex County Community Development & Housing); Vaughn Watson (City of Wilmington); Marlena Gibson (Delaware State Housing Authority)  
Administrative Support: Stephen Malone (OCS) Emergency Transitional Housing Administrator;

**I. Welcome and Introductions:**

Renée Beaman welcomed group, (Call to Order).

Motion to approve Meeting Minutes from June 28 was approved by Board members.

**II. Review of Funds**

- A. As of June 2017 EHAF funds are \$167,126.98
- B. Funds are coming in twice a month
- C. Funds have not been taken from JFC – board can be more strategic with Allocation of funds – Renée further explained that the Secretary informed the JFC that the EHAF Board has a plan to allocate funds
- D. DHSS Procurement authorized issuing contract without RFP for under \$50,000 – limitation of one year
- E. Renée commented funds should have an impact on programs
- F. Tina commented funds should be distributed evenly throughout state
- G. Brandy commented how to make funds more flexible
- H. Do other agencies besides the current 13 ETH vendors need this funding



### **III. Emergency Housing Fund Administration Board:**

- A. **Recommendation** – either issue an RFP or supplement funds into current ETH Contracts, Commingling of EHAF into the \$1.6 million General Fund is not allowed
- B. **By-laws update:** Ann Woolfolk informed Renée that By-Laws are not required made reference to FOIA
- C. **Process and Criteria to Allocate Funds:** Renée wanted clarification on DE CODE 7950 – Tina explained language from code “committee will review proposals”
- D. **Marketing of EHAF:** Vaughn suggested e-mail blast being sent by Housing Alliance Delaware, DSHA, City of Wilmington and Continuum of Care Board

### **IV. Decision on Funding EHAF:**

- A. Board will issue a simplified Application/RFP
- B. RFP should be received by applicants by mid-October
- C. Renée will consult with DHSS staff to develop RFP for EHAF Board
- D. Current DHSS scoring tools will be utilized
- E. A reserve a \$13,000 should be set aside
- F. Monies should be committed by January 2018
- G. Board will review proposals and make decisions on the quality of Application
- H. Marlena mentioned including a Diversion component into RFP (u.s.i.c.h) data will be provided by Marlena
- I. Performance measures and CMIS would be required
- J. Award 3 contracts at \$45k setting aside \$13k and possibly fund a fourth contract at \$20,000

### **V. Action Items:**

- A. Draft RFP by first week of August
- B. Next meeting will be held towards the end of August

### **VI. Adjournment**

Meeting adjourned at 9:56am